

**Purpose**

To establish the procedure for originating, processing and disposition of the Maintenance Management System source document.

To establish the procedure for requesting and receiving highway maintenance cost data.

To establish the procedure for additions to, deletions from, or changes in the maintenance activities as they are defined in the Maintenance Handbook.

To establish the procedure for revision or addition of equipment code number, class number and/or description. This procedure does not involve the revision of equipment rental rates.

**Policy**

A Maintenance Management System has been established to provide information for purposes of performance evaluation, and the development of a work program and budget. Report data will be made available to Maintenance Management personnel at all levels, from Commission to Station Supervisor, in a form best designed to serve their needs.

Reports to field operating personnel will be used as guides to improving the performance of Station and Special Crew Supervisor.

Reports will be provided to management for purposes of overall Region performance evaluation, standard review, planning value analysis and cost evaluation.

## **Procedures**

### **Maintenance Management Reporting System**

### **UDOT 06A-5.1**

**Responsibility:** Maintenance Station or Special Crew Supervisor

#### **Actions**

1. Prepare a two-week work schedule.
2. Submits schedule to Maintenance Area Supervisor.

**Responsibility:** Maintenance Area Supervisor

3. Prepares 1-week schedule for stations using the MMS. Prints T-91's from the schedule for distribution to Station Supervisor.

**Responsibility:** Maintenance Station or Special Crew Supervisor

4. Prepares daily Maintenance Distribution report (Form T-91-A) for each activity completed using preprinted T-91's or generates new T-91.
5. Submits all Maintenance Distribution Reports to the Region Support Services Manager with copies to the Maintenance Analyst.

**Responsibility:** Maintenance Operations Analyst

6. Reviews all Maintenance Distribution Reports for:
  - (a) Accuracy of reporting, insuring that the correct activity number was used for the operation performed.
  - (b) Completeness, insuring that all resources used in the operation were properly reported.

**Responsibility:** Region Support

7. Transfers Service Manager information daily from the T-91-A's to appropriate accounting systems.
8. Insures all information is checked for completeness and accuracy.

**Responsibility:** Maintenance Planning Engineer

9. Spot Checks the T-91 information for accuracy and completeness.

**Responsibility:** Maintenance Analysts

10. Obtain all copies of T-91's for a period of three months for the following reasons:
  - a. Standard validation and planning analysis by the Maintenance Methods Engineer.
  - b. Maintaining control over reporting accuracy.
  - c. General information contained on source documents.

## **Obtaining Maintenance Cost Data**

**UDOT 06A-5.2**

**Responsibility:**     Originator

### **Actions**

1.     Submits a request for maintenance cost information to the Engineer for Maintenance which specifically defines the scope and detail of the required cost data.

**Responsibility:**     Engineer for Maintenance

2.     Reviews the request with the Maintenance Methods Engineer and Maintenance Methods Engineer to determine whether:
  - (a)     The request data is currently available through the maintenance management system, or
  - (b)     The requested data requires collection by means other than currently utilized.

**Responsibility:**     Maintenance Methods Engineer

3.     If data is currently available, transmits it to the requestor and notifies Engineer for Maintenance of transmittal.
4.     If the data is not currently available, the information is transferred to the Methods Engineer.
5.     Examines the request from the standpoint of degree of accuracy required, terms of collection, and amount and degree of documentation required.
6.     Evaluates alternate methods of providing the requested data to include consideration of the following:
  - a.     Cost synthesis utilizing the performance standards and planning values.
  - b.     Development of a specialized and/or temporary computer program to retrieve the desired information.
7.     Selects the desired alternate to obtain the requested data.
8.     Transmits the data to the requester and informs Engineer for Maintenance of data transmittal.

## **Changing Maintenance Activity Definitions**

**UDOT 06A-5.3**

**Responsibility:** Maintenance Methods Engineer

**Actions**

1. Evaluates the needs for revision from the present activity definitions. This need could be in the form of:
  - a. Discovery of a need for more or less detailed information.
  - b. Maintaining the objective of reporting purity within the maintenance system.
  - c. The receipt of a request for special information not contained in or isolated by present activity definitions.
2. Submits recommendations to the Engineer for Maintenance.

**Responsibility:** Engineer for Maintenance

3. Evaluates the recommendation of the Maintenance Methods Engineer.
4. Takes appropriate actions by either directing that the changes be made or disapproving the recommendation.
5. Notifies Maintenance Methods Engineer of decision.

**Responsibility:** Maintenance Methods Engineer

6. Upon receipt of Engineer for Maintenance's decision takes appropriate action and notifies the following:
  - a. Originator
  - b. Comptroller (if it affects accounting procedure)
  - c. Region Director

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**Revision of Equipment Class Number, Code Number And UDD Code Number**

**Responsibility:** Equipment Operations Manager

**Actions**

1. Makes continuous evaluation of equipment utilization, performance evaluation and cost data.
2. Reviews recommendations made by users.
3. Identifies the need for revision of code number or class number.
4. Presents recommendation to the Equipment Advisory Committee.

**Responsibility:** Equipment Advisory Committee

5. Reviews and evaluates the recommendations or identifies a need.

**Responsibility:** Equipment Operations Manager

6. Reviews and evaluates recommendations with the Comptrollers Office.
7. Incorporate changes to Equipment Management System.

**Responsibility:** Equipment Analyst

8. Notify Maintenance Operation Engineer of change for possible addition to Maintenance Performance Standards.